



CITY OF ALAMO HEIGHTS

6116 Broadway, San Antonio, TX 78209

Request for Qualifications Questions Prior to Pre-Submittal Conference

1. In reference to section "V. SUBMITTAL INSTRUCTIONS / B. SUBMITTAL FORMAT," would you please provide clarification to following questions: Can the entire submittal be bound on the left edge to form a booklet?

Yes, as long as all of the relevant information is not obscured

2. Can we provide our own cover sheet for the booklet and place FORM 1 (Submittal Cover/Signature Sheet) as the first sheet within the contents?

Yes

3. Can the 'RELEVANT PROJECTS' section be formatted on 11" x 17" sheets in lieu of 8½" x 11"? (The 11" x 17" sheets would be folded to fit within the 8½" x 11" format.)

Yes

4. On Form 2 – "Items to be Submitted" it asks for an "Organizational chart(s) of firm's organizational structure that clearly identifies the team assigned to each project and the chain of command" which is to be included as "Attachment 3". On Form 3, Item 1.8 it states "Attach a one page copy of your business Organizational Chart, complete with names and titles, identify as "Attachment 1.8". Are we to attach two different Organizational Charts --- one for the entire Team and a separate one for just our Firm? Where is "Attachment 1.8" to be included?

Either way is fine, but we need an organizational chart for the firm and also identification of the team that will work on the AH project. If that can be done in one chart then it will be sufficient.

5. On Form 3 – "Consultant's Qualification Statement", Items 2.6, 2.7, 2.8, 2.9 & 2.10 --- there is not enough room to fill in the necessary information. Can we fill

in this information on separate additional pages and attach them to the end of Form 3?

Yes

6. On Form 3 – “Consultant’s Qualification Statement”. Item 3 instructs that a detailed Financial Statement be attached. Where is the Financial Statement to be attached? Should it be listed separately in the Table of Contents?

No, you don’t need to list it in the Table of Contents. Please just attach it to Form 3.

7. There are three sections under Form 3 (1.8, 2.5 & 3.1) that require us to attach information. Is there any particular section we should tab these under considering that p. 4 of the RFQ clearly states that each section must be indexed with tabs? Or should we just submit it directly after Form 3 under the Form 3 tab?

You should include those attachments behind Form 3, perhaps labeling with “1.8 Organizational Chart”, etc.

8. Is there a MS Word version of the Forms available to use to fill out to ensure the font size is 12 point as required and also to add extra space as needed to answer the questions?

The City of Alamo Heights would prefer to not provide the forms in a Word format. Interested applicants can make the forms fillable with a pdf convertor to allow typing directly into the document. The City uses a program called Nuance for pdf conversion.

9. There is a requirement for insurance, but there is no listed set of requirements for the quantity or quality of such. Do you have a listing of City insurance requirements?

Specific insurance requirements will be addressed during the contract stage of the process.